



Forward Exam



District Assessment Coordinator (DAC) Checklist

DAC - Activity	Target Completion Date	Reference in Manual
BEFORE TESTING		
1. Review all training modules, the District Assessment Guide and documents posted on the DPI website.	Beginning February and continuing through March	DAC Guide
2. Disseminate appropriate manuals and modules to school/district staff.	Beginning February and continuing through March	
3. Work with DTC to ensure timely computer setup. 4. Conduct network diagnostics. 5. Install INSIGHT. 6. Verify that schools meet the minimum technology requirements.	Beginning February and continuing through March	Technology User Guide
7. Ensure school staff have access to accessibility information including 8. Accessibility Guide. 9. Accessibility resources.	Beginning February and continuing through March	Accessibility Guide
10. Plan district-level training for SACs and TAs using state-developed resources from training modules and test security information.	4-6 Weeks prior to testing	DAC Guide
11. Notify schools when the <i>Test Administration Manual</i> is available.	February 15	
12. Confirm that you have received your eDIRECT login information.	As early as October, 2016 and no later than 4-6 Weeks prior to testing	
13. Create eDIRECT user accounts for SACs.	4 Weeks prior to testing	eDIRECT User Guide-User Management
14. Disseminate information about student resources to SACs and ensure all students are exposed to: 15. Student Tutorial 16. Online Tools Training	3-4 Weeks prior to testing	DAC Guide
17. Work with schools to review eDIRECT student enrollment information.	4 Weeks prior to testing	
18. Work with schools to establish students' test settings in eDIRECT.	3-4 Weeks prior to testing	DAC Guide
19. Review scheduling and testing requirements with SAC.	3 Weeks prior to testing	DAC Guide
20. Review school test administration schedules for adequate time and resource planning.	3 Weeks prior to testing	DAC Guide
21. Perform an equipment needs assessment based on individual student requirements. 22. Work with the SAC to identify students who will need specialized equipment for accommodations, including non-embedded supports.	2 Weeks prior to testing	Accessibility Guide DAC Guide

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23. Communicate with the SAC/TA to identify the number of headsets needed in order to take the ELA Listening portion of the assessment. Place order for the number of headsets needed plus extra.		
24. Ensure all students have required resources such as headphones, scratch paper, graph paper, non-embedded supports (as needed), keyboards (as needed), and pointing devices.	2 Weeks prior to testing	DAC Guide
DURING TESTING		
25. Verify that SACs have confirmed student accessibility settings in eDIRECT and that appropriate online accommodations appear on student test tickets.	2 days prior to testing	eDIRECT User Guide-Students and Tests
26. Investigate potential testing irregularities and follow reporting procedures.	Ongoing during administration	DAC Guide Test Security Manual
27. Investigate all test security incidents.	Ongoing during administration	Test Security Manual
28. Monitor with the DTC any technical problems to apply resolutions or disseminate information at other school sites prior to testing.	Ongoing during administration	
29. Monitor student progress (i.e. district and school completion) via eDIRECT. Ensure all students participate and complete testing.	Ongoing during administration	eDIRECT User Guide-Students and Tests
30. Be available for questions and problem solving.	Ongoing during administration	
AFTER TESTING		
31. Ensure access, download, printing, and distribution of ISR	6 – 8 Weeks after testing window closes	User's Guide to Interpreting Reports
32. Ensure that all secure test materials have been destroyed or returned (Braille).	Once testing is complete in district	DAC Guide